State of California   Department of Corrections and Rehabilitation

Memorandum

Date   :   December 19, 2011

To   :   IPOs, LTO's & Personnel Liaisons

Subject: **SPB SYSTEM CONVERSION**

The State Personnel Board is completing Phase 1 of the Exam and Cert Online System (ECOS) Project. In order to reach the completion phase, there will be a group of systems decommissioned which support Exam, Cert and applicant activities. **During this transition period, the systems will be brought down on Friday 1/20/12 at 5:00 pm. and will become accessible once again on Monday 1/30/12 at 8:00 a.m.** after SPB makes the enhancements.

The following systems will be unavailable for the entire 10 day transition period:

Legacy Systems (Exam/Cert) and the OSS Certification functions
- Certification Lists
- Contact Letters
- Contact Letter Listing
- Posting or viewing VPOS (job announcements) listing
- Exam Bulletins (Bulletin Release Dates, Final Filing Dates)
- Exam Scheduling (Written Test or QAPs)
- Exam notices to applicants for scheduled exams
- Final Results notices
- Scanning Services
- No SROA or reemployment records will be uploaded into OSS Cert

The OSS Exam side and the JobAps Online Employment Center (JA OEC) will be fully decommissioned on 1/20/12 at 5:00 p.m.

Therefore, please plan Exam and Cert activities around the transition period and print out all necessary documents required to sustain standard business procedures during the transition period (1/20/12-1/30/12) no later than 1/20/12 at 5:00 pm. As a reminder, the transition days do not count towards the required publicity period for vacancy or exam bulletin postings. Therefore, please plan your exam and vacancy postings around this time frame.

Additionally, starting 1/20/12, there will no longer be immediate processing for internet exams. Processing for these applicants may take up to five days. For SPB contracted internet exams, there will be an electronic process available to applicants to submit change of preferences or addresses (COIs).

Information For Applicants

Applicant records and profiles will be inaccessible during this transition period. SPB will be merging data from the JobAps OEC login Profiles (after 09/28/09) with the data from the SPB Internet Login Profiles (before 09/28/09), allowing applicants one login site to access their profile(s) when the new ECOS OEC is implemented on 1/30/12. However, during this data merge, only the applicants' Application-On-File will be brought over, leaving applicants with no access to their exam applications, notices, or personal Eligible List Disclosure (ELD) after 1/20/12. Departments will still have full access to these eligible records through OSS Cert to determine eligibility. The standard ELD will also be available after 1/30/12, on the new ECOS OEC. Additionally, applicants will no longer be able to change preferences or addresses online, due to their inability to access their records, please note that this ability will not revert back. These requests must be submitted in writing to the testing department where they took the examination. SPB will provide notification to Applicant Users through various methods in an attempt to share this information with applicant, including posting the information on our website. SPB recommends applicants take the following actions by 1/20/12, to prepare for the transition:

- Make note of your Login ID and password
- Create or update your Application-on-file
- Print a copy of your Application-on-file, and all your exam applications for your records
- Print all eligibility letters (result letters with your scores) from each examination
- Submit all electronic Change of Information (COI) or Conditions of Employment (COE) requests.

If you have any questions or need any assistance regarding this memo, please refer to the ECOS Grapevine (Https://Jobstraining.ca.gov/ecosgrapevine) or contact Lori Rucks at Lori.Rucks@cdcr.ca.gov or by calling her at (916) 323-2967.

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JOANNE CORDY
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